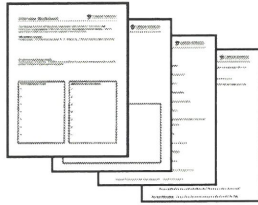


## Interviewing



Mr. Jeff Reep M.Ed., CPCC

## Interview Worksheet



Handout

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## Interview:

Prepare & Separate  
Toolbox  
Strategy  
Playing Cards



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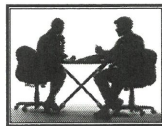
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## Types of Questions / Interviews

Traditional Questions  
Behavioral Questions  
Situational Questions  
Case Study Questions  
Technical Questions  
Puzzle Questions  
Illegal Questions  
Multiple Mini Interviews  
Group Interviews



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## Pre-Interview



Research the company & position  
Know their needs / Prepare points to **sell**  
Anticipate questions (*interview folder*)  
Create a list of questions (*2 purposes*)  
Know who is doing the interview (*decision*)  
Prepare materials  
Get a good night's rest  
Arrive 10-15 early (*get directions*)

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## The Interview



Appropriate grooming & dress  
Know and use names  
Handshake, eye contact, smile, etc.  
Communication / confidence / poise  
Portfolio, pen and paper  
Make the interviewer comfortable  
Ask good questions  
Enthusiasm (*light in the eyes*)

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## Interview Cont.



Answer questions (*not vague or ramble*)  
Sell your strength (*reason to hire you*)  
Dinner / after hours (*still interviewing*)  
Don't forget you're interviewing them  
Find out time frame  
Closing (*let them know your interest*)

*Be proactive, you have no decision  
until they offer you the job*

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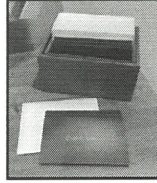
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## Post-Interview

Send follow up note (*only 20%*)  
Connect on LinkedIn  
Follow instructions  
Be persistent (*not annoying*)



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## Virtual Interview

Find a professional location  
show them this is important to you

Do a Trial Run a Few Days Before  
be at camera level and lean in  
look into the camera, not at the picture, use speaker view  
use post-it notes

Limit Background Distractions  
light on your face  
dark suit, professional dress

Plan for Technological Difficulties  
keep other programs closed

Follow the "Best Practices" of Interviewing

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## Phone Interview ANDREW G. ROSEN

Pen, paper, resume and job description  
Pull up their website (*quiet keyboard or silent typing*)  
Environment with minimal noise  
Disable call waiting & answering machines  
Stand or pace (*more energy, decreases anxiety*)  
Answer the phone with your name  
Smile / facial expressions  
Watch your body language  
Thank them / send a follow up note

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